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MEMORANDUM FOR:

SUBJECT : Comments on the Quarterly Records Management  
Board Report from January to March 1970

1. Confirming our discussion of yesterday here are some thoughts on changes in your original draft for this report.

a. In discussing ~~using~~ statistics on cubic footage of records I think that the only thing that we should refer to in the report to the Executive Director is the 2,000 feet of storage space gained in the Records Center this quarter. We should point out that this is primarily a savings ~~and a~~ supplemental ~~area~~ distribution ~~area~~ and not go into more detail than that in the report to the Executive Director.

b. In responding or updating the major records problems reported in your last report (paragraph 6) request that you comment on the Federal microfilming policies and procedures. That is a short statement to what we have received from Archives on this subject and what has been distributed to the records management officers and for what purpose. Assumed purpose is to assure them that ~~if~~ we can proceed with our microform program for Archival purposes by following the basic standards set for in the GSA procedures.

c. Adding to the above comments on microfilming policies, we should report that in January Office of Logistics completed an inventory of microform equipment and usage in the Agency. This report has been reviewed by the board and conclusions are that there is considerable compatibility among

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the 55 microform applications in the Agency. We found that there is good and valid justification for differences in the 9 major microform systems. There remains much to be done in developing a program to manage installation of new microform systems and expand the use of microform in the Agency primarily as a means of processing and manipulating information <sup>in a</sup> ~~any~~ more efficient way and secondarily to afford savings in records storage needs in headquarters offices and ultimately in our records center.

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d. We should report that Logistics has been assigned action on the project to install motorized shelving in the Records Center and the conversion of the [REDACTED] to temporary records storage facility. For reasons of cover [REDACTED] will administer these projects and serve as the Agency's agent for all aspects of this installation. Agency representative met [REDACTED]

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[REDACTED] on [REDACTED] and agreed on the following time schedule: (1) design and specifications to be completed by 30 June 1970 (2) the warehouse building [REDACTED] to be converted by 1 September 1970 and (3) contracts on the motorized shelving to be let by 1 August 1970 (4) target date for completion of the entire project is March 1971.

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Referring again to your programs mentioned in paragraph 6 of the last report I think we should comment very briefly on the following: (1) the use of federal records center for intelligence records; simply report here that the security survey resulted in a recommendation that we not use the

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[REDACTED] for Agency records, (2) I think ~~1~~ on the Archives operation we should simply report our final proposal has been returned to the Board for more study and that we are now developing simply a statement of current procedures to be distributed to the Agency RMO's to assist them in their work on the Archives material. This would not be a policy paper but merely a outline of current procedures so that they all understand what we are now doing on a ad hoc basis.

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f. The control of Agency copy equipment we might ask [REDACTED] to give us a few comments on the status of their proposed Clandestine Services instructions on this item. And I think that this is about all we would have to say then on the other items that you had mentioned at the Board had been studing in our last report but you can expand on the ones that I have enumerated on above.

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